



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Invites your application for

COURT REPORTER \$5,616 Monthly

FINAL FILING DATE: Continuous

The Superior Court of California, County of Monterey hears criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, one part time child support commissioner, one traffic commissioner, and a support staff of 159 employees, including 11 Court Reporters.

OVERVIEW OF THE POSITION

Under the supervision of a Deputy Court Executive Officer, this position is responsible for the verbatim official record; provides read back upon request; prepares certified transcripts of the proceedings; serves as a relief or floater reporter when needed; uses Computer Aided Transcription (CAT); and performs other related duties. Incumbent must provide and maintain their own reporting and transcription equipment and supplies and maintain their own records and tapes. Incumbent shall not use Court-owned copy machines and paper for copying and reproduction of transcript materials.

Court business hours are 8 a.m. to 5 p.m., Monday through Friday; incumbent will be required to work evenings as necessary.

Position Restriction: Incumbent is prohibited from holding any outside employment

QUALIFICATIONS

To qualify for this position, an individual must possess any combination of experience and education that would substantially provide the required knowledge and skills.

- License: Possess and maintain a license and be in good standing as a Certified Shorthand Reporter issued by the State of California.
- Experience: Three years of significant, directly related certified shorthand reporting experience, including at least two years in a trial court in the State of California. The ability to use Real Time Reporting is highly desirable, but not required.
- Education: Equivalent to graduation from the twelfth grade.

Working Knowledge of:

1. Computer-Aided Transcription (CAT);
2. Statutes relating to court reporting services;
3. Proper English usage, spelling, grammar, vocabulary and punctuation;
4. Courtroom practices and procedures;
5. Basic legal, medical and other technical terminology required in court proceedings.

Skill and Ability to:

1. Use Computer-Aided Transcription (CAT);
2. Work independently; multi-task, while maintaining a sense of direction;
3. Maintain attention to detail; organize and prioritize work and meet critical time deadlines;
4. Communicate effectively both orally and in writing; and
5. Provide excellent customer service; establish and maintain effective work relationships.

WORK SITE LOCATION

This position may be assigned to any division of the Court. The Court has divisions in Salinas, Monterey, King City and Marina. The work site for this position is subject to change at the discretion of the Court. Incumbent must be able to provide suitable transportation to alternate work sites.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: Bend, stoop, reach, climb ladders, and use a step stool; hear and distinguish words spoken in varying tones and volumes; sit at a desk for up to 4 hours a day.

SELECTION PROCESS

Applicants must file an official Court application, a resume and a copy of their CSR license. Please submit completed application materials to Superior Court of California, County of Monterey, 240 Church Street, Suite 318, Salinas, CA 93901. Application materials may be obtained from our website at www.monterey.courts.ca.gov, in person at the above address or by calling (831) 775-5400, ext. 3007.

Applicants who meet the qualifications for this position may be referred to the Court for final selection interview. The list of eligible candidates may be used to fill current and future vacancies.

SUMMARY OF BENEFITS

Retirement: Public Employees' Retirement System (PERS) integrated with Social Security: 100% of employee contribution is paid by Court

Holidays: 13 days per year

Vacation: Accrues at the rate of 3.7 hours per pay period. The rate increases after 2, 10, 18, 21 and 25 years service.

Sick Leave: Provides salary continuation for absence due to illness. Earned at the rate of 3.08 hours per pay period.

Medical, Dental & Vision Care: Flexible Spending Account: Available benefits: medical/dental/vision, prescription drugs and dependent coverage

Life Insurance: Coverage of \$10,000 is provided by the Court.

Deferred Compensation: A deferred compensation program is available administered through Great-West Life

BACKGROUND INVESTIGATION AND REFERENCE CHECK

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigations and fingerprinting. False statement or omission of facts regarding background or employment history may result in disqualification or dismissal.

NOTES

- If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.
- If you believe you possess any disability that would require test accommodation, please call (831) 775-5400, ext 3007.
- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

Superior Court of California, County of Monterey is an Equal Opportunity Employer